

Meeting Minutes

Board of Addiction & Prevention Professionals

Park Place Center, 3101 W. 41st Street, Sioux Falls, SD 57105

June 14, 2018

10:30 A.M.

Call Information:

Call in Number: 866-410-8397

Access Code: 730-588-5906

Members Present: Nicole Bowen, Terri Brown, Amy Hartman, Linda Peitz, Diane Sevensing,
Don McCoy and Jill Viedt.

Kara Graveman participated via conference call.

Members Absent: Ellen Feiner.

DSS Staff Present: Amy Iversen-Pollreis.

Marilyn Kinsman participated via conference call.

Others in attendance: Jeff Bratkiewicz, Paula Koller & Tina Nelson.

Purpose: The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification and licensure of addiction and prevention professionals in South Dakota.

I. Sevensing called the meeting to order at 10:30 a.m.

II. Sevensing called the roll, a quorum was present.

The Board introduced themselves and welcomed new member, Don McCoy.

III. Peitz made a motion to approve the June 14, 2018 meeting agenda with the following additions: G.G., T.P. and Nelson's update regarding the Training for State Board and Commissions. Bowen seconded the motion. Motion passed.

IV. Viedt made a motion to approve the March 1, 2018 Board of Directors meeting minutes. Hartman seconded the motion. Motion passed.

V. Bowen made a motion to approve the budget / financial report. Peitz seconded the motion. Motion passed.

VI. The Board considered acquiring a state email address, which would allow staff to receive information and correspondence sent to all state employees. The current rate is \$600 per person, per year. The rates are established by BIT and can fluctuate. It was the Board's decision to revisit this matter at the September meeting.

VII. Hartman made a motion in favor of the BAPP complying with the state Emergency Office Closing Policy. If the Governor closes state offices in the Sioux Falls area, the BAPP will also close and staff will utilize administrative leave. Bowen seconded the motion. Motion passed.

Conference call with Graveman and Kingsman ended at 10:58 a.m.

Graveman rejoined the meeting on a non-conference phone line at 10:59 a.m.

VIII. At 11:00 a.m. Sevensing moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

IX. Sevensing called for Public Input at 11:05 a.m. Carol Regier was in attendance to discuss the 'Contracted Counselor Agreement' between Keystone Treatment Center and T.P.

X. Sevensing moved the Board out of Executive Session at 12:45 a.m.

XI. Peitz made a motion confirming the 'Contracted Counselor Agreement' between Keystone Treatment Center and T.P. does not violate applicable statutes, rules or standards governing Certified Addiction Counselors, nor does it fall within the parameters of independent practice. The individual is not authorized to practice independently or subcontract with any other agency or provider; the practitioner is required to provide the BAPP with verification of professional liability insurance; and, is not permitted to act as a supervisor during or in any way related to the contractual agreement. Viedt seconded the motion. Hartman abstained. Motion passed.

XII. 2017-3 Brown and Viedt were not present during discussion of this matter. The Board will continue to monitor the practitioner throughout the 48-month contract with HPAP.

XIII. 2017-7 Hartman made a motion to accept the Physician's documentation. The additional terms outlined in the Stipulation for Reprimand must also be completed. Brown seconded the motion. Motion passed.

XIV. 2018-1 The Board reviewed the letter of March 8, 2018 and the Ethics Hearing Report from the Iowa Board of Certification. No action is required.

XV. 2018-3 Bowen made a motion to accept the voluntary forfeiture and relinquishment of the individual's ACT status. The Order was entered and will be sent with the Notice of Entry of Order. The information will be posted on the NPDB and BAPP website. Viedt seconded the motion. Motion passed.

XVI. Peitz made a motion to approve processing G.G.'s re-application for ACT status. The previous file was destroyed due to retention policy and procedures. Therefore, the Board is allowing up to five years of trainee recognition status. Hartman seconded the motion. Graveman abstained. Motion passed.

XVII. Brown made a motion authorizing Bratkiewicz to present G.B. with two options. Option one - to renew his/her LAC status, with conditions to: reimburse the BAPP for all attorney fees incurred, sign a sworn statement attesting he/she will not practice as a private independent addiction counselor, confirm he/she will provide the BAPP with honest, complete and accurate information at all times, and within three days remove any reference to addiction services from his/her website(s), any and all social media venues, marketing materials, etc. Option two – the BAPP will proceed with the matter as a contested case under Chapter 1-26. McCoy seconded the motion. Motion passed.

Lunch break at 1:00 p.m. Phone call with Graveman ended.

The Board reconvened at 1:32 p.m.

Graveman and Kinsman re-joined the meeting via conference call at 1:32 p.m.

XVIII. Hartman made a motion to rescind the following motion in the March 1, 2018 Board of Directors meeting minutes regarding the 'alternative status for BAPP credentialed professionals who lapsed'. Peitz seconded the motion. Motion passed.

XIX. The DSS Boards & Commissions Meeting Guidelines were reviewed. Bratkiewicz advised the Board that prior to moving into executive session, a member must explain the reason and reference the state law that permits it.

XX. Iversen-Pollreisz coordinated a joint meeting on May 22, 2018, in Pierre, SD, with CSAD and DSS Boards. Sevensing and Nelson were in attendance. The purpose of the meeting was to discuss streamlining the licensing / credentialing process and improve reciprocity. Attendees were in agreement that dual licensure is important, and the workforce development issues / challenges are concerning. Participants agreed that all Boards should accept a percentage of shared supervision for certification or licensure. Additional joint meetings will be scheduled. Bowen, Hartman, Peitz, Sevensing, and Viedt volunteered to work as a Sub-Committee to review the BAPP administrative rules and statutes to determine what changes are necessary, to meet the needs of the workforce development challenges.

XX. Viedt made a motion to acknowledge a typographical error in the September 2017 Board meeting minutes regarding retesting. The minutes reflect, 'After four consecutive failed attempts.' This should reflect 'After three consecutive failed attempts'. Bowen seconded the motion. Motion passed.

XXI. Peitz made a motion to clarify that individuals on Retirement status, can provide clinical supervision. The verbiage 'active' will be removed from the Standards Manual. McCoy seconded the motion. Motion passed.

XXII. The Board clarified the BAPP should accept continuing professional training contact hours from pre-approved sponsors, as well as approved providers, if reflected on the certificate of attendance.

XXIII. The Board discussed requiring a fee from the date a certificate is issued, through the practitioners birth month, for individuals who do not have ACT status prior to testing. The Board determined this affects so few individuals; no changes are necessary.

XXIV. Bowen researched the history of the CPS bachelor's degree requirement and presented the information to the Board. Sevensing asked the members to consider creating a work experience track for Certified Prevention Specialists. The Board determined no changes would be made at this time.

XXV. Sevensing, current President-Elect for NAADAC, requested the Board approve NCC AP / NAADAC's on-demand testing. She indicated she wants individuals to test after they've complete the academic requirements, and prior to completing the work experience requirements. Nelson shared that on-demand testing is available through IC&RC and, also expressed concerns regarding the variation of information presented by Cynthia Moreno Tuohy, ED of NAADAC, during the March 1, 2018 Board meeting and the application and renewal materials available on-line. According to the applications, all fees are sent directly to NCC AP / NAADAC, which would create a financial hardship for the BAPP. The sub-committee will continue to research this matter, no changes will be made at this time.

Bowen, Brown and Graveman excused themselves from the meeting at 2:45 p.m.

XXVI. Nelson provided an update regarding the IC&RC Spring meeting.

XXVII. The BAPP requested the Board consider changing the quarterly meeting dates, to balance the office workload. The Board will revisit this matter at the September board meeting.

XXVIII. The Portfolio Review Committee meeting is scheduled for July 13, 2018 at 10:00 a.m. Hartman and Sevensing will be in attendance.

XXIX. The BAPP submitted Don McCoy's nomination for the lay position on March 12, 2018. McCoy was appointed on May 23, 2018.

XXX. Peitz moved to nominate Hartman as BAPP President, Viedt as Vice-President and Bowen as Secretary / Treasurer. McCoy seconded the motion. Motion passed.

XXXI. Other Business - additions to agenda. Nelson provided a summary of the information presented at the Training for State Boards and Commissions, which she attended June 12, 2018.

XXXII. Upcoming Board of Directors meetings: 9/6/18 & 12/6/18.

XXXIII. Viedt moved to adjourn the meeting at 3:33 p.m. Hartman seconded the motion. Motion passed.